

3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify This Position

000 26787

	b. Title	c. Service	d. Series	e. Grade	f. CLC
Official Allocation	Equal Employment Manager	GS	0260	14	001
4. SUPERVISOR'S RECOMMENDATIONS	Equal Employment Manager	GS	0260	14	

5. ORGANIZATIONAL TITLE OF POSITION (if any)
Diversity Program Manager

6. NAME OF EMPLOYEE

King, Jerome F.

7. ORGANIZATIONAL (give complete organizational breakdown)

a. U.S. ENVIRONMENTAL PROTECTION AGENCY

e.

b. Office of the Administrator

f.

c. Office of the Civil Rights

g.

d. Affirmative Employment and Diversity Staff

h. EPAYS Organization Code 12020003

A00A0000

8. SUPERVISORY/MANAGERIAL DESIGNATION

[S] First or Second level supervisor. An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others; and which constitute a major duty occupying at least 25% of their time. Such supervisory managerial authorities include assigning and reviewing work on a daily, weekly or monthly basis; assuring that production and accuracy requirements are met; approving leave; recommending performance standards and ratings, and exercising 4 of the 5 authorities and responsibilities described at Level 3-2c in the General Schedule Supervisory Guide.

[A] An individual (as defined by Title VII of the Civil Service Reform Act) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment.

[M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager.

[B] A management official (as defined by Title VII of the Civil Service Reform Act) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bring about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations, give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans.

X [N] None of the above applies. This is a non-supervisory/non-managerial position.

9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor
Susan M. Morris, Assistant Director
Affirmative Employment and Diversity Staff

d. Typed Name and Title of Second-Line Supervisor
Karen D. Higginbotham, Director
Office of Civil Rights

b. Signature

c. Date

e. Signature

f. Date

10. OFFICIAL CLASSIFICATION CERTIFICATION

a. ☐ This position has no promotion potential ☐ If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade: _____

b. Fair Labor Standards Act
☐ Nonexempt ☒ Exempt

c. Functional Code

d. Bargaining Unit Code

e. Check, if applicable:

☐ Medical Monitoring Required
☐ Extramural Resources Management Duties (% of time)

f. Signature

g. Date

11. REMARKS: Pen + ink changes made to coversheet to reflect current employee info. 4/23/09 as

EQUAL EMPLOYMENT MANAGER
(National Diversity Program Manager)
GS-0260-14

INTRODUCTION

The position is located on the Affirmative Employment and Diversity Staff, in the Office of Civil Rights (OCR), Office of the Administrator, United States Environmental Protection Agency, Washington, D.C. The incumbent functions as the National Diversity Program Manager, responsible for managing and advising the Director of Civil Rights, Deputy Director, and Assistant Director, on issues and trends related to workforce diversity throughout the Agency, primarily those related to sexual orientation and older workers.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Provides policy, guidance, and technical assistance on issues related to diversity as the National Diversity Program for the Agency with approximately 18,000 employees. Develops, evaluates and manages a national Diversity Program for the Office of Civil Rights, including Headquarters, Regional Offices and laboratories. Serves as a spokesperson for the OCR on all matters pertaining to diversity, including those related to sexual orientation and older workers. Develops or reviews Agency policies and/or equal employment opportunity activities affecting the status of employees and applicants with respect to diversity matters. Coordinates Diversity Program activities throughout the Agency, evaluates progress, conducts barrier analyses, provides training to the Program Management Officers, Equal Employment Opportunity Managers, and senior staff throughout the Agency on diversity. Reviews, in concert with the Office of Human Resources and Organizational Services (OHROS), Diversity Action Plans (DAPs) and Diversity Action Reports (DARs) to ensure compliance with Agency and EEO policies and practices. The Diversity Program Manager is responsible for identifying trends that may affect the diversity of the workforce, including those associated with sexual orientation and for older workers. In this capacity, the incumbent will also be responsible the following:

- Provides guidance and assistance to senior management in establishing a national diversity program for HQ program offices, Regions and Laboratories. Reviews the development and implementation of Diversity Action Plans (DAPs) and annual Diversity Action Reports (DARs) with management and OHROS to ensure consistency with affirmative employment initiatives.
- Provides guidance, advice and training at the national level to collateral-duty Diversity Program Managers (DPMs) in HQ's program offices, Regional offices and laboratories. Routinely engages senior HR leaders within the Agency in diversity issues.
- Establishes standards for measuring Agency progress on workplace diversity and determining strategies based on trend analyses for HQ program offices, regional offices and laboratories in meeting their diversity goals and objectives.

- Develops a methodology to evaluate and recognize EPA's commitment to diversity, Identifies trends that affect the workforce with respect to diversity; identifies and evaluates areas of concerns; recommends corrective actions to senior management.
- Develops plans for providing adequate resources for diversity program implementation.
- Benchmarks "best-in-class" companies and other Federal agencies in establishing diversity guidelines and best practices for the Agency.
- Organizes, facilitates, and conducts monthly meetings and/or teleconferences with collateral-duty DPMs.
- Develops, implements, and conducts training for managers and employees on diversity issues, including those associated with sexual orientation and older workers.
- Performs special projects, on an as-needed basis, as determined by the Director, Deputy Director, or Assistant Director in support of the mission of the OCR.

Factor 1. Knowledge Required by the Position

Level 1-8

1550 Points

Managerial and technical equal employment opportunity knowledge and skills sufficient to plan, organize, and implement for the Agency a comprehensive national diversity program, as well as to provide expert advice to management officials on diversity issues. The incumbent must be highly proficient in the following:

- Ability to collaborate, develop positive working relationships, and influence outcomes where there is no direct line of authority through the effective use of professional diplomacy;
- Ability to effectively communicate to diverse groups of audiences;
- Skill in policy and program development;
- Ability to prepare and implement training programs for supervisors and employees to ensure a thorough working knowledge of workforce diversity programs and issues;
- Mastery of analytical and problem solving techniques in order to evaluate and resolve complex problems and issues;
- Writing and analytical skills of the highest order.

Factor 2. Supervisory Controls**Level 2-5****650 Points**

The incumbent reports directly to the Assistant Director for Affirmative Employment and Diversity Staff in the Office of Civil Rights. Incumbent exercises independent judgment in planning and carrying out assignments, which supports the Administrator's and the Director's policies and objectives with respect to diversity. The incumbent takes the initiative to resolve issues related to diverse groups, internal and external.

The incumbent manages the program, independently plans and executes each step of the program, and evaluates program effectiveness. Results of work are considered technically authoritative. Work is reviewed in terms of achievement of broad program goals.

Factor 3. Guidelines**Level 3-5****650 Points**

Guidelines include a broad range of basic laws covering equal employment opportunity that are subject to continuous interpretation and revision as the result of court decisions, new legislation and administrative practices. The incumbent must exercise considerable resourcefulness and judgment and have the ability to interpret and define specific rules, regulations and guidance in carrying out the work of the program.

Factor 4. Complexity**Level 4-5****325 Points**

This position requires analysis of interrelated issues of effectiveness, efficiency, and productivity affecting major programs of the Agency. Options, recommendations and conclusions developed by the incumbent take into account and give appropriate weight to priorities or policies of the Administrator and Director of the Office of Civil Rights and/or other Agency officials, program variations, and the need to consider these variables in attaining assignment objectives.

Decisions regarding what needs to be done are based on the incumbent's broad and in-depth analysis of work force and Agency policies and practices that effect employment. Decisions are made in the context of inconsistencies between existing management policies and practices and equal employment opportunity program. The work requires a high degree of judgment in establishing the direction and priorities of the program to achieve maximum results, and in deciding and recommending actions to achieve the best results throughout the Agency.

Factor 5. Scope and Effect**Level 5-6****450 Points**

The purpose of the work is to serve as the National Diversity Program Manager. As such, the incumbent shall develop policies, procedures and practices related to diversity, which includes sexual orientation and older workers.

The work results in needed changes in the employment policies and practices of EPA and its nationwide field structure. The equal employment manager's work affects the equal employment opportunity of thousands of employees and applicants.

Factor 6. Personal Contacts
Factor 7. Purpose of Contacts

Level 3 **280 Points**
Level D

Personal contacts are with top-level officials in the Agency and other Federal agencies such as the Departments of Justice, Labor, Education, etc., as well as representatives of State and local governments, recipient groups, associations, employee groups and non-labor employee groups. The content of each contact is different and the role and authority of each party is identified during the course of the contact.

Contacts are with Agency executives, staff in other EPA and Federal agencies, and the general public. Contacts within the Agency and with the public sector are made for the purpose of establishing communication strategies, initiating, implementing, or coordinating specific activities and in training agency personnel of affirmative employment related issues.

Factor 8. Physical Demands

Level 8-1 **5 Points**

The work is normally sedentary although some slight physical effort may be required.

Factor 9. Work Environment

Level 9-1 **5 Points**

The work is performed in an office setting. Some travel is required.

TOTAL POINTS – 3915 (14)